

Guidance Counselor

Job Summary: The counselor fulfills the mission of the Catholic school by assisting the faculty and administration in the development of a guidance program and counseling students in areas of academic, career, and college counseling domains.

Essential Job Functions

- Supports and upholds the philosophy of Catholic education and the mission of the school
- Acts as a witness to Gospel values by modeling the teachings of the Catholic Church
- Supports and adheres to the Code of Conduct and policies and procedures of the school and Diocese
- Abides by the Confidentiality Policy set forth in the Diocese Employee Handbook
- Communicates effectively with students, parents, and other professionals
- Prepares and implements the guidance program for students.
- Identifies specific needs of students in academic as well as personal domains
- Coordinates the testing program and assists with test interpretation for teachers, students, and parents
- Disseminates information and provides direct services with regard to college planning, discernment, admission, and careers
- Assesses students for social/emotional issues and offers referral options for outside counseling
- Guides parents and students through the college application process. Maintains all college application materials and ensures that applications are complete and submitted in a timely manner.
- Supports the Student Success Program by tracking student academic progress, implementing interventions as recommended by the Student Success Team, and documenting outcomes of recommended intervention.
- Serves as liaison with community agencies and universities and assist in fostering communication between school, parents, and community organizations.
- Assumes other responsibilities as assigned, including large group guidance presentations, department level collaboration; performance of other established duties and responsibilities may be assigned by administration.
- Maintains accurate student records, including admissions decisions and statistics, and composes an official report to constituents as determined by administration team
- Maintains current and accurate records according to school policy
- Meets staff development guidelines as set forth by the Diocese/local administration, including attendance at building in-service and department meetings as required
- Demonstrates professionalism in conduct, demeanor, and work habits

Important Job Functions

- Keeps abreast of college entrance requirements and of guidance principles and programs
- Coordinates with faculty and staff concerning student achievement and other needs
- Continues personal growth through association membership in professional organizations
- Assists with scheduling and other student-oriented tasks
- Collaborates with peers to enhance the work environment and support instructional planning

Minimum Qualifications

Education/Certification

- Master's Degree in Counseling or Master's Degree in Psychology or Social Work with courses included or added that address theories and methods in counseling, psychology of adolescence, career information and development, multi-cultural counseling, and vocational, academic and career testing.

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Knowledge, Skills, and Abilities:

- Knowledge of the basic teachings of the Catholic Church
- Knowledge of human development and adolescent issues
- Knowledge of college admission counseling and processes
- Knowledge of standardized assessment instruments and applicable interpretation
- Able to communicate effectively in both written and verbal form
- Able to work well with others in the school community
- Able to work independently and self-motivate
- Able to organize and manage multiple projects and tasks
- Able to respond to crises effectively
- Skill in organizing and relating information in an understandable format
- Skill in job appropriate technology
- Skill in critical thinking and planning

Working Conditions

- Required to work some nights and weekends
- Required to manage high to moderate levels of stress
- Required to work a minimum of a full school day
- Required to work in standard office and school conditions

Mental/Physical Demands:

- Required to lift or carry classroom supplies, textbooks, furniture, and equipment to a minimum of 35 pounds
- Required to maintain composure and avoid inappropriate displays of emotion
- Required to sit, stand, bend, stoop, reach, grab, pull, hear, see, and speak on a daily basis
- Required to perform repetitive physical tasks such as computer keyboarding, writing, and reading
- Ability to manage frequent interruptions while working